

**CITY COUNCIL STUDY SESSION ITEM**

**SUBJECT:**

East Link Project Update.

**STAFF CONTACT:**

Dave Berg, Director, 452-6468

Nancy LaCombe, Regional Transportation Project Manager, 452-4382  
*Transportation Department*

Chris Salomone, Director 452-6191  
*Planning and Community Development*

Mike Brennan, Director, 452-4113  
*Development Services Department*

Kate Berens, Deputy City Attorney, 452-4616  
*City Attorney's Office*

**POLICY ISSUES:**

*The general policy guidance below informs the City's work on this final design phase of the East Link Project.*

**Comprehensive Plan Policies:**

The Comprehensive Plan contains a body of adopted policy, which emerged from the Light Rail Best Practices work, to frame the City's role in light rail project development, including advancing the City's land use and transportation objectives and minimizing neighborhood and environmental impacts.

**MOU with Sound Transit:**

The City and Sound Transit entered into a Memorandum of Understanding (MOU) in November 2011 that defines City contributions to a downtown light rail tunnel. The MOU also provides the basis for a Collaborative Design Process (CDP) that was further defined and agreed to in January 2012. The CDP provides the mechanism for the City and Sound Transit to jointly advance the design of the East Link Project through the 60% design phase.

**Light Rail Overlay District:**

In addition to collaborating with Sound Transit within the framework of the MOU, the City is the permitting agency for East Link within Bellevue. The Council adopted Land Use Code (LUC) Part 20.25M defining development standards and design guidelines, which shape staff's feedback on design issues. The LUC provisions also establish the permitting process for East Link with a Light Rail Permitting Citizens' Advisory Committee (CAC).

## **DIRECTION NEEDED FROM COUNCIL:**

- X Action
- X Discussion
- X Information

City Staff will present the monthly East Link Update focused on:

- East Link Work Program Update/Review
- East Link – Bellevue Project Coordination Opportunities Discussion and Next Steps
  - City Hall Plaza update and discussion of next steps
  - 120<sup>th</sup> Avenue NE and 124<sup>th</sup> Avenue NE
  - NE 15<sup>th</sup>/NE 16<sup>th</sup>
- Station Area Planning update
- Public Outreach.

## **BACKGROUND/ANALYSIS:**

### **I. EAST LINK WORK PROGRAM**

As noted at previous Council meetings, City staff has developed an East Link work program to fulfill commitments made in the MOU; advance policy direction contained in the comprehensive plan, Light Rail Best Practices Report, and other policy documents; and fulfill the responsibilities as a local jurisdiction with permitting authority.

Staff continues to work collaboratively through a number of East Link final design issues with the joint goal of reducing costs and delivering a quality project on schedule and in compliance with applicable codes and regulations. While finding cost savings is a critical goal of the design process, it is not the only desired outcome. Both the City and Sound Transit share a common goal of developing a project with the best outcomes at a lower cost. An update of the work program is noted in Attachment A; the overall East Link schedule is presented in Attachment B.

### **II. EAST LINK – BELLEVUE PROJECT COORDINATION OPPORTUNITIES**

There are several City projects in the vicinity of the light rail alignment or affected due to their proximity to light rail. These projects present the opportunity of potential cost savings should work elements and/or construction be coordinated in conjunction with Sound Transit's design and construction. Some of the projects noted below require Council direction tonight; others are presented for information only as the City enters into the next budget cycle.

#### **City Hall Plaza (direction requested)**

The City Hall plaza and associated parking garage will be reconstructed as part of the East Link project due to the underground tunnel portion of the alignment. The original landscape architect from the City Hall design team was hired to participate in the collaborative design process to ensure the redesign and reconstruction of the City Hall Plaza is consistent with its original design concept that reflects Bellevue's history. The new conceptual design was presented to Council on December 9, 2013. Council approved the conceptual design and Sound Transit is incorporating the design into their final design plans (Attachment C).

The expansion of the plaza to the east was discussed at the December 9 meeting, but no decision on the next steps was made at that time. Council directed staff to determine the cost and benefits of constructing the expansion of the plaza in conjunction with the Sound Transit reconstruction, or at a future date. Staff will present that analysis for discussion and direction on next steps.

**120<sup>th</sup> Avenue NE and 124<sup>th</sup> Avenue NE (direction requested)**

120<sup>th</sup> Avenue NE (between NE 12<sup>th</sup> Street and future NE 16<sup>th</sup> Street) and 124<sup>th</sup> Avenue NE (between the future NE 15<sup>th</sup> Street and future NE 18<sup>th</sup> Street) will be raised in elevation allowing for the planned undercrossing of the light rail alignment to the retained cut 120<sup>th</sup> Avenue NE Station. Both the City's planned roadway improvements and East link will require substantial changes in the roadway vertical profile, involving grading, construction and relocation of underground utilities, and paving. Attachment D is an overall map that presents the various project overlaps.

A coordinated design approach with the East Link project (including the 120<sup>th</sup> Avenue Station), provides an opportunity to:

- Reduce potential loss of investment for interim work;
- Minimize long term interruption of traffic impacts to access and circulation along the corridor as well as to adjacent businesses;
- A coordinated approach to addressing the acquisition of essential right-of-way needed for both projects, should eminent domain need to be exercised;
- Early coordination and cost estimates have demonstrated there are significant efficiencies gained in the overall construction and in complete coordinated underground utility work, as well as overall economies of scale in quantities and the type of work;
- These efficiencies could amount to approximately \$700,000 (based on 60% design engineer) for 120<sup>th</sup> Avenue NE and approximately \$2,200,000 (based on 90% design engineering) for 124<sup>th</sup> Avenue NE.

Additional detail is necessary in development of a cost sharing agreement between the City and Sound Transit, which would be completed in conjunction with the MOU confirmation and project baselining. However, advancing the right-of-way acquisition funding from 2015 to 2014 retains maximum flexibility in addressing a coordinated approach, does not obligate the City to a cost sharing agreement, and further minimizes continued escalation in acquisition costs. If Council concurs, staff will return at a future Council meeting to present options for accelerating project funding for right-of-way acquisition.

**NE 15<sup>th</sup> Zone 1 (information only for future budgeting consideration)**

Zone 1 of the NE 15<sup>th</sup>/16<sup>th</sup> Street multi-modal corridor is located between 116<sup>th</sup> Avenue NE and 120<sup>th</sup> Avenue NE (Capital Investment Plan project PW-R-172). This project will construct a new roadway with bridge span between the existing NE 12<sup>th</sup> Street and 120<sup>th</sup> Avenue NE. Bridge spans will cross over the adopted alignment of Sound Transit's East Link light rail project.

Accelerating this project may be needed to address planned growth and development and further coordination opportunities associated with the timing and construction of Sound Transit's East Link light rail project. Funding of this project is currently at sixty percent of design and engineering. Current work effort provides for further coordination of the project with Sound Transit, conducting a risk and constructability analysis as to the construction and timing of the two projects, and will update the estimated costs for NE 15<sup>th</sup> Zone 1.

Preliminary analysis indicates a substantial cost savings may be realized in accelerating the final design and construction of the City's project. The significant savings is generally realized in completing significant construction elements of the new roadway bridge and structures during the later stages of Sound Transit's heavy civil construction contract (E335) and systems contract installation for the East Link project.

Staff will return later this year with additional information during the budget process.

**NE 16<sup>th</sup> Street (information only for future budgeting consideration)**

The westbound lane of the new NE 16<sup>th</sup> Street between 130<sup>th</sup> Avenue NE and 132<sup>nd</sup> Avenue NE bisects Sound Transit's construction areas for the East Link station and park & ride at 130<sup>th</sup> Avenue NE. Although the cost delta of building the westbound lane in conjunction with East Link is negligible (\$2.273M versus \$2.306M), there would be a number of ancillary benefits and risk reductions in a collaborative approach:

- Building the westbound lane with East Link ensures compatibility between the City's and East Link's proposed improvements, both on the surface and underground, and reduces the amount of East Link "throwaway" costs by building more of the ultimate configuration.
- Utilities could be placed in their ultimate configuration; otherwise, the concrete intersections would be dug up later to access the casing under the East Link tracks. It also reduces the risk of casings being installed in a location that is not compatible with future utilities when the westbound lane is built.
- Building the westbound lane ensures that City and East Link urban design elements have a cohesive look, and that there will be less impact to urban design features in the concrete intersections by future work.
- Construction around the intersections at 130<sup>th</sup> and 132<sup>nd</sup> Avenue NE after East Link is operational would incur added constraints and safety risks (especially with signaling the intersection at 130<sup>th</sup> Avenue NE).
- Sound Transit will already be grading the westbound lane and they will restore the area with landscaping that would be a throwaway for the westbound lane construction.
- The temporary sidewalk along the south side of Sound Transit's park & ride would have to be replaced when the westbound lane is built by a structural sidewalk for additional point loading by fire truck outriggers.
- Inconvenience to the travelling public would be reduced by having one project instead of two and safety would be increased for pedestrians wanting to cross the westbound lane construction zone to access the LRT station when East Link is operational.

Staff will return later this year with additional information during the budget process.

**III. STATION AREA PLANNING**

Work is proceeding on station area planning on several fronts. Planning for South Bellevue kicked off last fall with a workshop at Enatai Elementary School jointly hosted by the Enatai Neighborhood Association and City of Bellevue. The public was invited to share their concerns and ideas related to the area outside of the station. Representatives from several stakeholder interests (e.g. Enatai and Bellecrest residents, Eastside Heritage Center, Audubon Society, Cascade Bicycle Club) affirmed and elaborated on the issues that have been raised during the light rail alignment discussion and offered several suggestions to address them. City staff participated in a 60% design open house hosted by Sound Transit in February to solicit comments and provide information about planning around the South Bellevue station. These issues are currently being analyzed and strategies are being formulated for review and comment by the public in early May. Staff anticipates presenting a report to the Council in late July 2014.

East Main is the next station area plan and it is scheduled to kick-off in the next month. City staff participated in 60% design open house hosted by Sound Transit in February to solicit

comments and provide information about planning around the East Main station. The first step is formation of a citizen advisory committee (CAC) that will guide the work on the plan, provide a key conduit for public involvement, and ultimately formulate a report and recommendations for Council consideration. The CAC application process will be open until Friday, May 9 at 5:00pm. Attachment E describes the charge, composition, and operating procedures for the committee. The attachment includes a map of the study area encompassing the area within ½-mile of the station south of Main Street and extending farther south to include all of the Surrey Downs, Bellecrest and Bellefield Residential Park neighborhoods as well as Bellefield Office Park. Though some of these are outside of the ½-mile radius, representatives of all of these areas have been engaged in the light rail planning process to date and have an ongoing interest in the plans for this area. This study area also captures that portion of the alignment that falls between the ½-mile radii for the East Main and South Bellevue station areas. Staff will compile the applications and Mayor Balducci will recommend a slate of appointees for Council's confirmation in May. An orientation meeting for the CAC will be held soon after the appointments are confirmed and one of their first tasks will be to host a workshop for the public to envision the issues and opportunities for the station area. The work of the CAC is expected to last approximately 13 months, through summer 2015.

Finally, interest has been growing in the future of the area around the Hospital/Wilburton station. Transportation and PCD staff met with representatives of Lake Bellevue Condos last month to provide an update on the City's roadway projects and to begin to engage them in early discussions about the station area plan. There is interest in the land use/redevelopment potential, ongoing and planned transportation projects, improving the pedestrian environment and creating a stronger sense of community among the residents, businesses and medical institutions. All of these issues will be evaluated as part of the station area plan that is currently scheduled to begin in early 2015. Staff worked with *Feet First*, a local non-profit organization that promotes walkable communities, to host a "walk and talk" event in March around the Hospital/Wilburton station area. Over 60 participants walked the area for about an hour, stopping and listening to speakers from the Lake Bellevue neighborhood, Group Health, Eastside Heritage Center, King County, Sound Transit and the City talk about the various challenges and opportunities. Councilmember Robinson was the keynote speaker that kicked off the event at Group Health. City staff participated in 60% design open house hosted by Sound Transit in March to solicit comments and provide information about planning around the Hospital/Wilburton station.

#### **IV. PUBLIC OUTREACH**

In accordance with the outreach approach staff presented to Council during the December 9 study session, the City and Sound Transit have been working closely to coordinate Sound Transit's final design outreach and CAC public comment collection efforts into a single, streamlined process. Since December 2013, Sound Transit and City staff have completed nearly 30 community briefings, including hosting three large public open houses. Light Rail Permitting CAC members attended each of the three open houses to engage directly with the community in conversation about the designs.

- **February 6: The South Bellevue segment, from I-90 to Southeast Fourth Street, including South Bellevue Station** Approximately 70 community members attended the open house at Enatai Elementary School on Thursday, February 6<sup>th</sup> to learn about the most recent designs for the South Bellevue Segment of East Link: I-90 to SE 4<sup>th</sup> Street, including South Bellevue Station. City staff provided information about the South Bellevue Station Area Planning process currently under way.

- **February 25: The East Main segment, from Southeast Fourth Street to Main Street, including East Main Station** More than 100 community members attended an open house at the Red Lion Hotel on Tuesday, February 25<sup>th</sup> to learn about the most recent designs for the East Main Segment of East Link: SE 4<sup>th</sup> Street to Main Street, including East Main Station. City staff were also on hand to share information about the upcoming East Main Station Area Planning process.
- **March 25: The Downtown segment, from Northeast Sixth Street to 120<sup>th</sup> Avenue Northeast, including the Bellevue Transit Center Station and Hospital Station** Nearly 120 people attended the Downtown Segment open house held at City Hall on March 25 to learn more about the latest plans for Bellevue Transit Center Station, the tunnel that will route under 110<sup>th</sup> and Hospital Station. City staff also shared information about a variety of related City projects including the Downtown Livability Initiative and Downtown Transportation Plan update, City Hall Plaza Redesign, Station Area Planning, and the 120<sup>th</sup> Phase II and NE 15<sup>th</sup> Street projects. Representatives from the newly formed Downtown Neighborhood Association were also on hand to share information about their group.

Public comments were accepted in person at the open houses and Light Rail Permitting CAC meetings, by mail, by email and electronically on the Sound Transit East Link website. Additionally, the City provided a stenographer at the open houses to take oral public comment and meeting minutes for review by anyone who was unable to attend the event.

The comments collected during the 60% final design phase are intended to inform the Light Rail Permitting CAC as it develops advice for Sound Transit regarding the agency's subsequent permit applications. The Light Rail Permitting CAC will continue its review as Sound Transit progresses its designs through the remainder of final design and permit applications. Sound Transit and City staff will continue to follow this collaborative public outreach model as the final design process moves towards the 90% design milestone later this year.

#### **ATTACHMENTS:**

- A. Work Program Update
- B. East Link Schedule February 2014
- C. City Hall Plaza Conceptual Design
- D. Bel-Red Area Project Coordination Opportunities
- E. East Main Street Citizen Advisory Committee Formation Procedure

### **City of Bellevue East Link Work Program – Status Update 4/2/14**

City staff has developed an East Link work program to fulfill commitments made in the MOU; advance policy direction contained in the comprehensive plan, Light Rail Best Practices Report, and other policy documents; and fulfill the responsibilities of the City as a local jurisdiction with permitting authority.

There are currently nearly 50 separate work program tasks monitored for coordination with the East Link project. The following sections provide updates on major accomplishments in recent months since the last East Link Work Program Update was provided to Council.

#### **Permit Processing**

A permitting package for the Shoreline Substantial Development and Variance and a permitting package for the Bel-Red area were submitted to the City in December 2013. City staff is continuing to work through the review of these two permit submittal packages, reviewing the plans for consistency with City policies, plans and code requirements. Permit packages for the remaining segments are anticipated through October 2014.

Per the MOU the City must develop a Permit Processing Plan, including submittal standards, timelines, and project-related fee estimates. The City and Sound Transit staffs continue to work on development of this product through a technical staff group. It is anticipated a negotiated timeline, used by the City in previous permit processes, will be completed by May 2014.

The Light Rail Permitting Citizen Advisory Committee (CAC) met for an orientation to the East Link Project and tour of the Central Link system on October 24<sup>th</sup> with City and Sound Transit staff members. Regular meetings have been scheduled twice monthly. Additional information about the Light Rail Permitting CAC is available on the City's website at <http://www.bellevuewa.gov/light-rail.htm>.

#### **Design Development**

City staff have reviewed and provided comments to Sound Transit to the 60% design plans from I-90 through Bel-Red. Staff anticipates 90% design plans to be submitted for the Tunnel Segment in July 2014, the Bel-Red Segment in September 2014, the South Bellevue Segment in November 2014, and the Downtown Segment in June 2015. There is a small section within Bellevue City limits that will be part of the design-build contract through Redmond to the Overlake Transit Center which does not have 60% design plans completed yet.

City staff continues to work closely with Sound Transit staff through a technical working group to resolve review comments and design issues consistent with the Collaborative Design Process Master Plan. Recent areas of discussion include maintenance and operations responsibilities of future storm drainage, retaining walls and landscaping; franchise utility relocation and coordination; coordination of projects (120<sup>th</sup>, 124<sup>th</sup>, 15<sup>th</sup>/16<sup>th</sup>, Bellefield Pump Station); and transit planning during construction.

Staffs from the City and Sound Transit continue to coordinate property acquisition needs between projects, including joint property owner/representative meetings. This allows the property owner to understand the full extent of potential property impacts, but to have discussion with both agencies present.

### **Project Cost Estimating and Budget**

As described in the Collaborative Design Process Management Plan, the City will participate in the development of East Link Project cost estimates through the design process, jointly review cost estimating deliverables prepared by the final design consultant, and conduct an independent review of the estimates to ensure the City has a clear understanding of the basis of the cost estimate and confidence in the final project baseline budget.

Through a technical working group, City and Sound Transit staff have been working to develop a cost estimate review process that allows for City staff and City consultant review and comment on the cost estimates as they are developed in order to build confidence in the overall project estimate at the time of project baselining. Sound Transit has provided 60% cost estimates for review for the segments between I-90 through the Bel-Red corridor. As noted previously, there is a small section within the City limits that will be part of a design-build contract through Redmond to the Overlake Transit Center which has not had an updated cost estimate prepared.

City Staff and the City's cost accounting consultant have not yet completed their detailed review of these estimates. It is anticipated review will be complete by May 2014. There are many elements to be considered through the overall review process that have not yet been included in the estimates, that include such things as: the value engineering; city and cost accounting consultant review comments; systems estimates for the entire project; right-of-way costs; third party utility relocation; and city design review, permitting and mitigation comments (from both City staff and through the Citizens Advisory Committee).

### **Outreach**

Sound Transit continues to reach out to property owners throughout the East Link alignment, as part of the property acquisition process. City staff is participating in some of these meetings, either as request, when properties are impacted by both East Link and City projects, or to provide clarification of City design standards, policies and code requirements. City staff actively participates in the planning and coordination of not only property owner and stakeholder meetings, but also in the planning of Open Houses and community group briefings. City staff also strives to serve as a resource to residents by attending events and meetings throughout the community to share information about East Link and its related projects, as well as for the local media.

### **Operations and Maintenance Satellite Facility (OMSF)**

As noted in the February update, staff participated in the Urban Land Institute (ULI) independent review workshop held in early March. City staff provided background information, presented orally to the panel, as well as lead tours for the panel to provide direct visual layout of the areas being reviewed. Once the Draft Environmental Impact Statement (DEIS) is available in May 2014, staff will review the document and work with Council to present the City's overall comments. It is expected that the Sound Transit Board will select a preferred site for the Final Environmental Impact Statement (FEIS) and advancement for preliminary engineering sometime in August 2014.

### **MOU Implementation**

Staff continues to pursue property acquisitions, prepare for transfer of property to Sound Transit, and coordinate utility design and relocation, as directed in the MOU. This includes acquisition and/or transfer of the following properties:

- NE 2<sup>nd</sup> Street Parcels



- King County Metro site
- Bel-Red Right-of-way and construction staging needs
- Mercer Slough
- City Hall
- Lincoln Center
- Safeway site
- Surrey Downs Park frontage

Staff is continuing to coordinate and track utility relocation designs and cost estimates. Staff is also working with Sound Transit and affected utilities to develop schedules for the timing of relocation work, with construction either prior to, or as part of East Link construction.

Staff is also developing a work flow diagram to outline the process from design development through MOU confirmation and project baselining. It is anticipated this work flow diagram will be presented to Council in the May project update.

### **Station Area Planning**

Station area planning is a City of Bellevue process that will help to integrate the East Link stations into the surrounding communities, while enhancing their function and value to the area in which they are located. Specific planning work will be tailored to each station area, recognizing their unique character and issues.

The city has held several committee workshops as either a standalone community meeting, or in conjunction with an East Link Station design open house. A community brainstorming event was held for the South Bellevue Station area in October 2013. The Downtown Station area planning effort is being completed in conjunction with the Downtown Livability initiative. East Main and Hospital station area planning will be guided through the formation of separate Citizen Advisory Committees (CAC's), which will be comprised of stakeholders from the vicinity of each station area. Additional station area planning in the Bel-Red area will be updated with complementary work in 2014 and 2015. Additional information on the East Main Street Citizens Advisory Committee is provided in Attachment E (April 7, 2014 Council Packet).

### **Complementary City Planning Efforts and Projects**

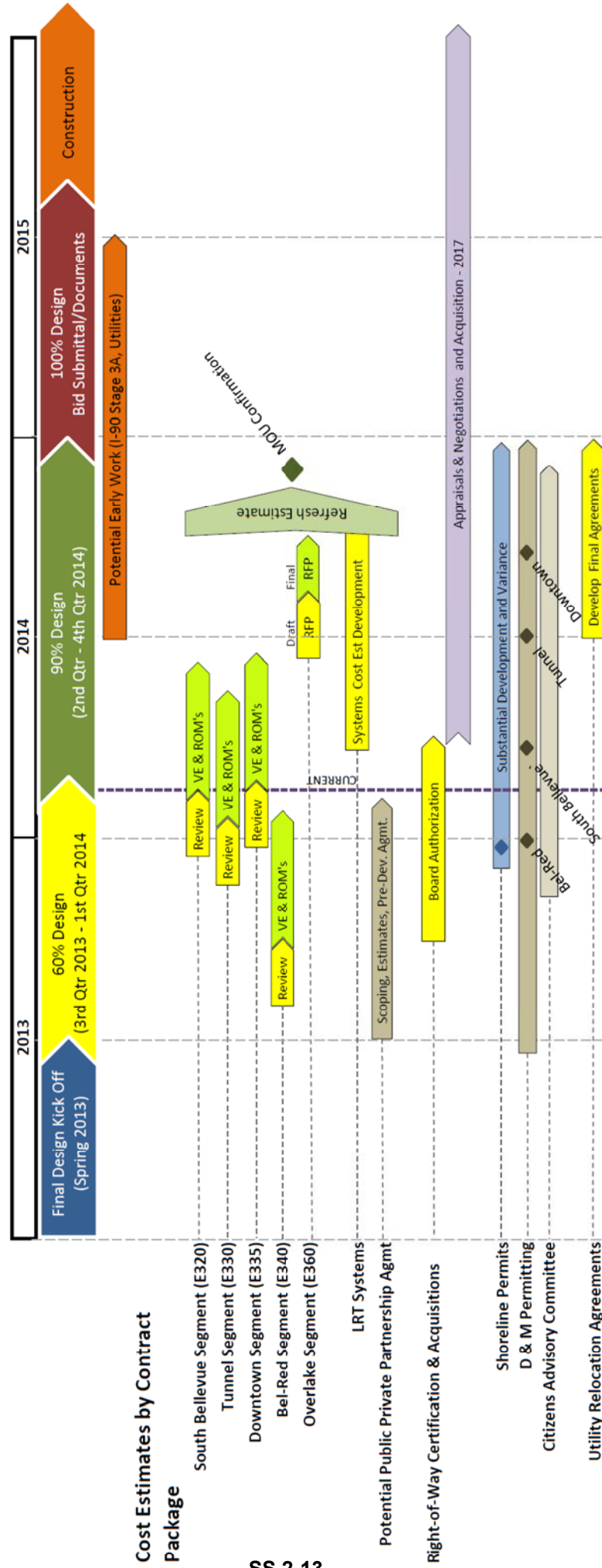
Staff continues to advance a number of related planning efforts and capital projects that are directly connected to the East Link work program. The City continues to coordinate elements of the following projects with Sound Transit:

- 130<sup>th</sup> Transit Oriented Development (TOD)
- Surrey Downs Park Master Plan Update
- King County District Court Relocation
- 120<sup>th</sup> Avenue NE Stage 3
- 124<sup>th</sup> Avenue NE, Ne 14<sup>th</sup> to Bel-Red Road
- NE 15<sup>th</sup> Zone 1
- Bellefield Pump Station Relocation
- Downtown Livability

# Schedule February 2014

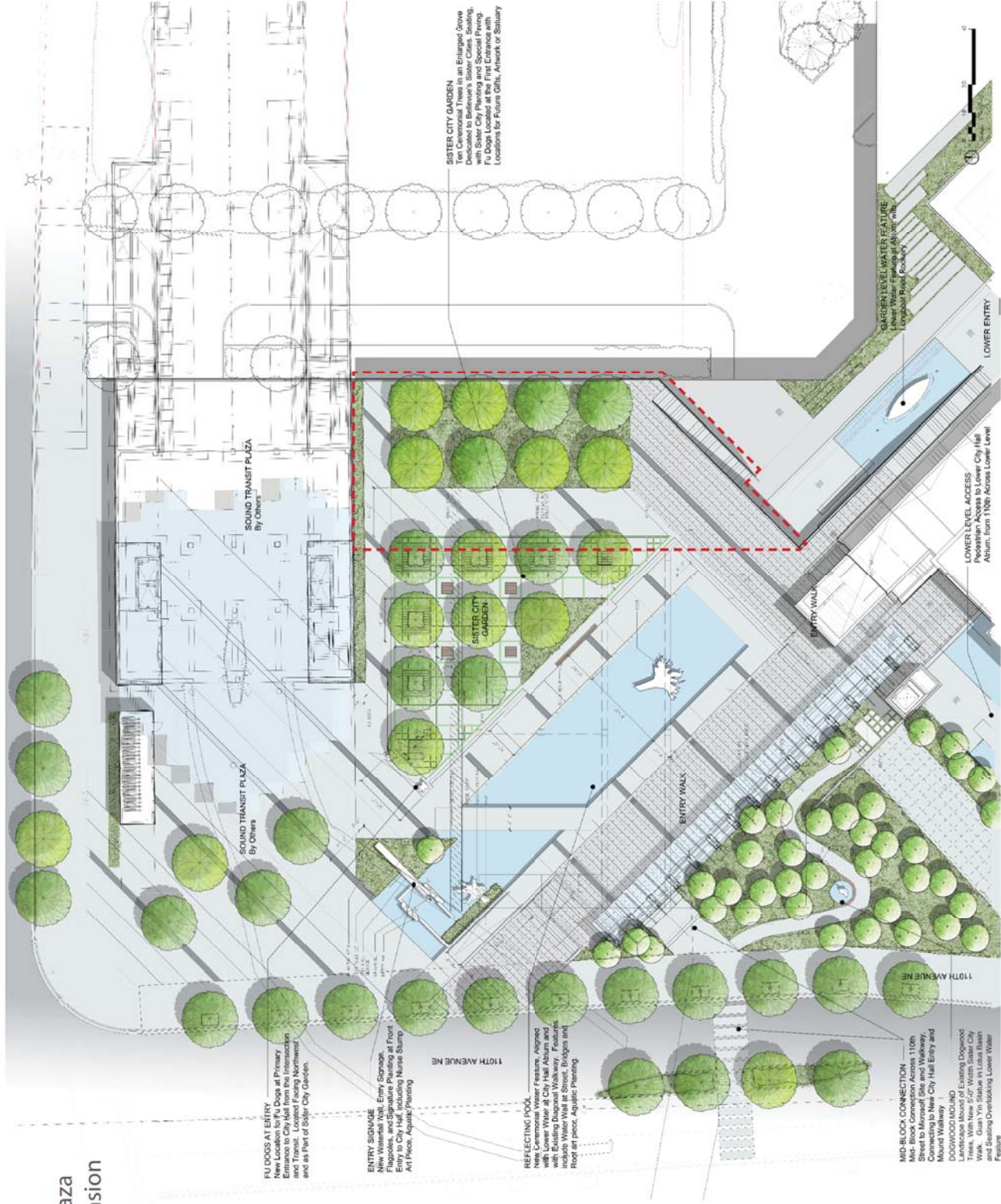
Attachment B

## Design, Cost Estimate and Permitting



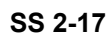
# City Hall Plaza With Expansion

## ATTACHMENT C



## Bellevue City Hall | Transit Integration





## **Citizens' Advisory Committee for the East Main Station Area Plan Formation Procedure and Operating Guidelines**

---

The following document outlines the process to form a Citizens' Advisory Committee (Committee) for the East Main Station Area Plan.

### **I. Charge**

The Committee will work with City staff and consultants to achieve the following project objectives:

- A. Provide guidance to the staff and consultant work on the station area plan.
- B. Engage the community in a planning process that establishes a clear vision and community goals for the station area as well as feedback on key elements within the plan.
- C. Identify and prioritize strategies that enhance the community and help to integrate the station with the surrounding area.
- D. Optimize access to and from the East Main light rail station by pedestrians, bicyclists and transit patrons.
- E. Support the land use vision in Bellevue's *Comprehensive Plan* for each neighborhood adjacent to light rail and encourage appropriate redevelopment where consistent with the City's land use vision:
  - 1. redevelopment opportunities (e.g. transit-oriented development) only for the properties east of 112<sup>th</sup> Avenue SE;
  - 2. no redevelopment will be considered for the residential area west of 112<sup>th</sup> Avenue SE;
  - 3. development standards for properties north of Main Street are already being reviewed as part of the Downtown Livability Initiative and will not be revisited as part of this planning process.
- F. The Committee's charge does not include:
  - 1. deliberations or recommendations on the East Link light rail stations, tracks or ancillary structures, as that authority has specifically been delegated by the City Council to the Light Rail Permitting Citizens' Advisory Committee. Station Area Planning does not include review of anything on Sound Transit's property.
  - 2. study of noise and visual impact mitigation measures; those elements will be reviewed by the Light Rail Permitting CAC.
  - 3. any review or recommendations on any issues pertaining to Surrey Downs Park and the East Link project that are being addressed through a separate park master plan process.

The Committee serves in an advisory capacity to the City Council and City boards and commissions. As described in the Committee charge, above, the Committee will provide guidance on the preparation of the station area plan and forward a recommendation for action on the plan to the City Council and appropriate boards and commissions. Upon review of the Committee's work and with input from the appropriate boards and commissions and the public, City Council will be the final decision-maker on approval of the plan and any specific recommendations.

## **II. Selection of Members**

The City will conduct an open application process for persons interested in serving on the Committee.

- A. The application period will be advertised through multiple media and managed by the City Clerk's Office. In addition to the standard noticing process, staff will use grass roots outreach methods like email blasts, bulletin boards, neighborhood organizations and in-person meetings to advertise the application period.
- B. Applications will be accepted via USPS mail and email until close of business on Friday, May 9.
- C. Applications will be screened by staff for eligibility based on the criteria listed in section (III.A) below.
- D. The Mayor and City Council will be provided with the entire list of applicants.
- E. The Mayor will recommend a slate of committee members from the list of eligible applicants and reflecting, as much as possible, the criteria listed in section (III.B) below.
- F. The City Council will consider and confirm the recommended slate of committee members.
- G. The Committee will be convened within one month of the Council's final action.

## **III. Committee Membership Eligibility**

The Committee will consist of no fewer than seven and no more than eleven members representing a cross-section of interests. The term for all members shall be for the life of the Committee. The project is expected to last approximately eighteen months, with the bulk of the Committee's effort occurring between June 2014 and July 2015. Members of the Committee serve on a voluntary basis without compensation.

- A. To be eligible to serve on the Committee, an applicant must meet the following criteria for the duration of their service:
  - 1. Must not be a member of more than one additional City Council-appointed board, commission or committee.
  - 2. Must be a resident, property owner, or a representative of an association or property interest within the study area (see attached map). The applicant may represent more than one interest (e.g. individual property owner and association representative) and should identify all that could apply on the application.
- B. As a whole, the Committee should:
  - 1. Reflect the planning area demographics (e.g. age, income, race, tenure and ethnicity) and geographic diversity.
  - 2. Include a mix of professional backgrounds, especially those experienced in transportation planning, urban design/architecture, urban planning, land development or other similar field.
  - 3. Represent a range of interests including, but not limited to, single family residents, multi-family residents, business owners and operators, land developers, transit riders, bicyclists – no interest shall comprise a majority of the membership.

4. Preference for committee membership will be given to interests (individuals or representatives) within the one-quarter (1/4) mile radius within the planning area.
5. **NOTE:** A Sound Transit relationship will not disqualify anyone from membership because this body will not be making decisions or recommendations related to the East Link project.

#### **IV. Chair and Vice-Chair**

The Chair and Vice-Chair shall be selected by the Committee and they shall be full, voting members and serve in those roles for the life of the Committee. The Chair is responsible for running Committee meetings, providing neutral facilitation, and ensuring adherence to these operating guidelines. The Chair will encourage active participation of all Committee members. The Vice-Chair is responsible for assisting the Chair, including carrying out those duties in the absence of the Chair.

#### **V. Meetings**

The Committee is anticipated to meet monthly with additional meetings called as needed. The bulk of the Committee's work is anticipated to occur between June 2014 and July 2015, though the City Council may extend the Committee's charge beyond that time. Some meetings may integrate a larger public involvement component, such as an open house with information about specific topics or issues of interest to the Committee and the public. The Committee may choose to hold additional public outreach events outside of regularly-scheduled meeting times as needed. The format of the meeting will be determined by the content and timing of the work program. Regular Committee meetings are anticipated to last 2-3 hours.

Regular meetings of the Committee will be scheduled for a recurring time and place. Other meetings, field trips and tours may be scheduled as needed. The calendar of regular meetings will be approved by the Committee at their first meeting and posted on the project web site. Meetings will be summarized (i.e. major discussions and all decisions) in meeting notes for distribution in advance of the next meeting. All meetings of the Committee will be open to the public with proper prior notice and conducted according to the Washington State Open Public Meetings Act. Committee members will receive instruction on the requirements of the Open Public Meetings Act as well as the requirements of the Committee members under the Washington State Public Records Act during their orientation at the first Committee meeting.

#### **VI. Reaching Agreement**

The Committee will prepare a recommendation on a draft station area plan report, including any strategies for implementing the vision for the station area developed through the planning process. In forming its recommendation, the Committee agrees to recognize that a wide representation of opinions, expertise and objectives exists among the various stakeholders, to respectfully consider all views and the right to participate, and to fully consider all aspects of an issue before taking action. The Committee shall seek to combine the individual members' interests and talents to represent the broad interests of the community in the recommendation.



Whenever possible, decisions will be made by consensus. Every effort will be made to determine the "sense of the committee" and to reach agreement by consensus. On occasion, if consensus is not possible, a vote may be taken. A majority vote of those present shall constitute an action of the Committee. The presence of 50% or more of the voting members shall constitute a quorum. Committee members must be present to vote. For certain decisions, the Chair may call for a vote when the Committee agrees, which can best be facilitated by a show of hands.

#### **VII. Guiding Principles**

In performing their duties, Committee members shall abide by these guiding principles:

- A. Search for and create opportunities for consensus.
- B. Understand the magnitude of issues and not dominate with a single viewpoint.
- C. Commit to listen carefully and ask questions in order to understand various issues and viewpoints.
- D. Seek a constructive format for resolving differences.
- E. Be mindful of the impacts their public and private statements may have on the process.
- F. Not speak for the Committee unless so directed by the Chair.

#### **VIII. Attendance**

Each Committee member shall make a commitment to attend all scheduled meetings. It shall be the responsibility of members to come to meetings prepared by reviewing materials distributed in advance. Consensus-based decisions and decisions based on a vote will be made by those Committee members present at the meeting. In respect for the schedule and planning process, it will be unacceptable for an absentee member to attempt to revise or reverse a decision made by Committee members in his or her absence.

Due to the limited number of meetings of the Committee, if a member fails to attend three consecutive meetings, they may be removed from the Committee by the Mayor, if more than sixty-percent (60%) of the total membership of the Committee votes to remove the member. Vacancies on the Committee may be filled at the discretion of the Mayor with confirmation by the City Council.

#### **IX. Non-Committee Members**

All Committee meetings will be open to the general public. Agendas and relevant materials will be posted to the Committee web site in advance of each meeting. At each Committee meeting, a limited amount of time will be available for oral public comment at the beginning and end of the meeting. Written comments may be addressed to the Committee in care of staff. Written comments will be compiled by staff and provided to the Committee at the next Committee meeting.



**X. Communication with City Council, Boards and Commissions**

City staff will present periodic updates of the project to the City Council and make presentations to Boards and Commissions that have authority over certain recommended actions in the plan (e.g. Planning Commission on land use and policy amendments) at the appropriate point in the process. The Chair may be asked to participate in any or all of these presentations.

**XI. Support**

City staff will manage the overall planning effort. Consultants may be hired to provide technical and clerical support to the Committee. Staff will collaborate with the Committee to help conduct broader public outreach when needed. Staff will maintain a project website on behalf of the Committee.



# Community Service Application

FOR MEMBERSHIP ON THE:

**EAST MAIN STATION AREA PLANNING CITIZEN'S ADVISORY COMMITTEE**

If asked, I would be willing to serve on another board or Commission.

Yes ☐ No ☐

Name \_\_\_\_\_

Home Phone # \_\_\_\_\_

Address \_\_\_\_\_

Work Phone # \_\_\_\_\_

\_\_\_\_\_

Resident ☐ Yes ☐ No

Email \_\_\_\_\_

Length of Residency \_\_\_\_\_

.....

1. List your educational background.

2. Please state your occupational background, beginning with your current occupation and employer.

3. Describe your involvement in the Bellevue community.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

5. Describe why you are interested in serving in this position.

6. Please identify the address and/or association or interest you are representing.

7. Are you available for evening meetings? \_\_\_\_\_ Daytime meetings? \_\_\_\_\_

.....

Please return this application by 5:00 pm on Friday, May 9 to:

City of Bellevue  
City Clerk's Office  
P.O. Box 90012  
Bellevue, WA 98009-9012

For further information, please contact:

Kate March  
East Link Community Outreach Lead  
[kmarch@bellevuewa.gov](mailto:kmarch@bellevuewa.gov)  
(425) 452-2055

Michael Kattermann  
Senior Planner  
[mkattermann@bellevuewa.gov](mailto:mkattermann@bellevuewa.gov)  
(425) 452-2042

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Bellevue government. We appreciate your interest.

